



# Department of Defense INSTRUCTION

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SUBJECT: Single Manager for Conventional Ammunition (SMCA): Responsibilities of the SMCA and the Military Services

- References: (a) DoD Instruction 5160.68, subject as above, March 3, 1995 (hereby canceled)
- (b) [DoD Directive 5160.65](#), "Single Manager for Conventional Ammunition (SMCA)," April 14, 2004
  - (c) DoD 5160.65-M, "Single Manager for Conventional Ammunition (Implementing Joint Conventional Ammunition Policies and Procedures)," April 1989
  - (d) Section 806 of title 10, United States Code, Public Law 105-261, "Strom Thurmond National Defense Authorization Act for Fiscal Year 1999," October 17, 1998
  - (e) through (m), see enclosure 1

## 1. REISSUANCE AND PURPOSE

This Instruction reissues reference (a) and implements reference (b) by specifying the functional responsibilities and mission functions to be performed by the SMCA and by the Military Service customers on conventional ammunition management actions. Additional procedures are contained in reference (c).

## 2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense, the Military Services, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as "the DoD Components"). The term "Military Services," as

used herein, refers to the Army, the Navy, the Air Force, the Marine Corps, and the United States Special Operations Command (USSOCOM) in the execution of its title 10 responsibilities.

### 3. DEFINITIONS

3.1. SMCA Assigned Conventional Ammunition. Conventional ammunition listed in subparagraph E1.1.1.1., DoD Directive 5160.65 (reference (b)).

3.2. SMCA Procured Conventional Ammunition. Conventional ammunition, either SMCA assigned conventional ammunition or non-SMCA assigned conventional ammunition, which the SMCA procures.

3.3. Retail Conventional Ammunition. Stock held in the custody or on the records of a supply organization below the wholesale level. For conventional ammunition, this term refers to stocks not stored at SMCA installations.

3.4. Wholesale Conventional Ammunition. The highest level of organized DoD supply maintained for resupplying the retail levels of supply including assets in transit between wholesale and retail.

3.5. Wholesale Custodial Accountability. The maintenance of data in wholesale conventional ammunition inventory records to reflect the receipt, store, issue, balance, and other quantitative and financial data determined by the SMCA as the minimum data essential for proper control and management of Military Service stocks in storage.

### 4. POLICY

It is DoD policy, as directed by reference (b), to achieve the highest possible degree of efficiency and effectiveness in acquiring conventional ammunition and integrating wholesale logistics functions, and to manage and invest in an integrated logistics base to support assigned conventional ammunition requirements. Use acquisition strategies that stabilize the business environment and provide incentives for private investment in the production base. Rely on the private sector to create and sustain ammunition production assets in response to production contracts and justified for contingency readiness expanded production capability. To the maximum extent feasible, transition Government-owned ammunition production assets to the private sector while preserving the ability to conduct explosives handling operations safely.

## 5. RESPONSIBILITIES

5.1. The Under Secretary of Defense for Acquisition, Technology, and Logistics shall oversee performance of the responsibilities specified in this Instruction.

5.2. The Secretary of the Army shall ensure that the mission functions to be performed by the SMCA outlined in the enclosure 2 are accomplished.


5.3. The Secretaries of the Military Departments and the Commander, USSOCOM shall ensure that their Departments perform the assigned mission functions, as outlined in the enclosure 2.

## 6. PROCEDURES

Enclosure 2 designates the mission functions of the SMCA and of the Military Services on the specific conventional ammunition management functions listed.

## 7. EFFECTIVE DATE

This Instruction is effective immediately.



Michael W. Wynne  
Acting Under Secretary of Defense  
for Acquisition, Technology, and  
Logistics

Enclosures - 2

E1. References, continued

E2. Mission Functions of the SMCA and the Military Services

E1. ENCLOSURE 1

REFERENCES, continued

- (e) [DoD Directive 5000.1](#), "The Defense Acquisition System," May 12, 2003
- (f) [DoD Instruction 5000.2](#), "Operation of the Defense Acquisition System," May 12, 2003
- (g) [DoD Instruction 4000.19](#), "Interservice and Intergovernmental Support," August 9, 1995
- (h) [DoD 5100.76-M](#), "Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives," August 12, 2000
- (i) Title 40, Code of Federal Regulations, Part 266, Subpart M, "Military Munitions," current edition
- (j) DoD 4500.9-R, "Defense Transportation Regulation, Part II, Cargo Movement," May 2003
- (k) [DoD 4145.26-M](#), "DoD Contractors' Safety Manual for Ammunition and Explosives," September 16, 1997
- (l) DoD 5010.16-C, "Defense Management Education and Training Program," July 1996
- (m) DoD 5105.38-M, "Security Assistance Management Manual (SAMM)," February 5, 2002

## E2. ENCLOSURE 2

### MISSION FUNCTIONS OF THE SMCA AND THE MILITARY SERVICES

The SMCA and Military Services shall perform the following mission functions.

#### E2.1. RESEARCH, DEVELOPMENT, TEST, AND EVALUATION (RDT&E)

##### E2.1.1. SMCA

E2.1.1.1. Provide fabrication of developmental conventional ammunition in support of the RDT&E phase upon request of the Military Services, with agreed schedules and resources provided by the Military Services.

E2.1.1.2. With the Military Services, identify the benefits of delegating the procurement function to the SMCA.

E2.1.1.3. Coordinate with the Military Services for accepting transition of logistics support functions (e.g., Supply, Transportation, Maintenance, Demilitarization, etc.) for SMCA assigned conventional ammunition.

##### E2.1.2. Military Services

E2.1.2.1. Retain responsibility for the RDT&E of conventional ammunition developed by the individual Military Service, including fabrication, testing, and evaluation of any developmental conventional ammunition fabricated by the SMCA.

E2.1.2.2. Coordinate with the SMCA throughout the RDT&E phase on SMCA assigned conventional ammunition to:

E2.1.2.2.1. Provide the SMCA information on the progress of conventional ammunition development programs.

E2.1.2.2.2. Incorporate SMCA conventional ammunition logistics and production base requirements and plans in short- and long-range systems planning.

E2.1.2.2.3. Present SMCA-related issues to the Milestone Decision Authority, as those issues relate to acquisition of assigned conventional ammunition items and the conventional ammunition production base.

E2.1.2.2.4. Ensure commonality is considered during the design of conventional ammunition.

E2.1.2.2.5. When appropriate, provide resources to the SMCA for fabrication of developmental conventional ammunition in support of RDT&E.

E2.1.2.2.6. Prepare transition plans in coordination with the SMCA.

E2.1.2.2.7. Transition SMCA items to the SMCA at Milestone C to accommodate the SMCA logistics support functions (e.g., Supply, Transportation, Maintenance, Demilitarization, etc.). As an exception, the Military Services may retain procurement responsibility when SMCA procurement offers no efficiencies (e.g., small buys, Service-Unique items). Transition should occur in sufficient time to allow the SMCA to award the first full rate production contract. The Military Services retain program management responsibility.

E2.1.2.3. Consider demilitarization and disposal requirements for all conventional ammunition during the RDT&E phase and coordinate with the SMCA. Closed disposal methods and maximum reuse of components should be the preferred method. Final disposition of new munitions by open burning or open detonation shall not be considered as an option.

## E2.2. PRODUCTION BASE

### E2.2.1. SMCA

E2.2.1.1. Lead in the development and publication of an overarching conventional ammunition industrial base strategic plan that supports the Military Services' conventional ammunition requirements.

E2.2.1.2. Manage and invest in a production base that supports SMCA-assigned conventional ammunition and components to:

E2.2.1.2.1. Ensure an adequate production base to meet the Military Services' conventional ammunition requirements.

E2.2.1.2.2. Identify and incorporate new and more efficient production technologies.

E2.2.1.3. Conduct industrial preparedness planning and biennially report production base information and results to the Military Services.

E2.2.1.4. Coordinate with the Military Services on the status of the production base as significant changes are planned or occur.

E2.2.1.5. Maintain an industry advisory panel in accordance with the Federal Advisory Committee Act, consisting of conventional ammunition producers and the Military Services.

E2.2.1.6. Serve as the technical advisor to the Joint Materiel Priorities and Allocation Board on matters related to assigned conventional ammunition.

#### E2.2.2. Military Services

E2.2.2.1. Retain responsibility for determination of Future Years Defense Plan (FYDP) conventional ammunition requirements, and ensure such requirements are conveyed to the SMCA. The requirements should include, non-SMCA-managed items using the same industrial capabilities as SMCA items.

E2.2.2.2. Provide necessary industrial preparedness planning information to the SMCA relative to facilities retained by the Military Services for ensuring that the SMCA has adequate data upon seeking the best balance and assisting in the conduct of industrial preparedness planning and developing an overarching industrial base strategic plan.

E2.2.2.3. Use facilities within the SMCA production base when they meet the Military Services' requirements.

E2.2.2.4. Provide support in development of the overarching conventional ammunition industrial base strategic plan.

#### E2.3. ACQUISITION

##### E2.3.1. SMCA

E2.3.1.1. Comply with Section 806 of Pub.L. No. 105-261 (1999) (reference (d)).

E2.3.1.2. Comply with the policies and procedures as described in DoD Directive 5000.1 and DoD Instruction 5000.2 (reference (e) and (f)).

E2.3.1.3. Acquire conventional ammunition, upon receipt of funded programs in an efficient and effective manner to meet Military Service requirements.

E2.3.1.4. Prepare advanced acquisition plans for SMCA-procured conventional ammunition, with assistance of the Military Services. When dealing with recent (or pending) transitioned items, the advanced acquisition plan shall be based upon the Military Service-approved acquisition plan.

E2.3.1.5. Provide contract services and other technical support during the procurement of SMCA conventional ammunition.

E2.3.1.6. Advise the Military Services during preparation of the FYDP procurement programs.

E2.3.1.7. Conduct periodic reviews and provide access to financial and logistics reports monitoring the status of Military Service orders and evaluating overall transitioned item procurement trends and activity.

E2.3.1.8. Comment on the Military Services' conventional ammunition procurement plans and prepare, with the assistance of the Military Services, an Integrated Conventional Ammunition Procurement Plan (ICAPP) for use by the Military Services and the Office of the Secretary of Defense staff. The ICAPP should be published to coincide with the budget submission requirements of the DoD Planning, Programming, Budgeting, and Execution (PPB&E) process.

E2.3.1.9. Notify the Military Services of management actions that may impact the execution of funds and timely completion of orders.

E2.3.2. Military Services

E2.3.2.1. Comply with reference (d).

E2.3.2.2. Comply with the policies and procedures as described in reference (e) and (f).

E2.3.2.3. Obtain SMCA advice in the preparation of the Military Services' FYDP procurement programs optimizing procurement and production order sizes, work-loading, and delivery schedules for achieving efficiencies and economies.



E2.3.2.4. Provide the following for SMCA-procured conventional ammunition:

E2.3.2.4.1. Technical definition (e.g., technical data packages, performance specification, etc.) to the SMCA to support Military Service conventional ammunition requirements.

E2.3.2.4.2. Approved conventional ammunition procurement funds (appropriated or under Continuing Resolution Authority) by forwarding appropriate funding authorization documents to the SMCA to support annual procurements within 80 days of signature of appropriation law.

E2.3.2.4.3. Delivery information.

E2.3.2.4.4. Any Military Service-unique requirements (e.g., special quality requirements, packaging, etc.).

E2.3.2.5. Consider the overarching conventional ammunition industrial base strategic plan in the Military Services' acquisition strategies and plans.

E2.3.2.6. Identify to the SMCA and other Military Services any excess items in the Military Service inventory for applying assets to other Military Services' requirements to preclude unnecessary procurements.

E2.3.2.7. Provide planning, programming, and budgetary data and information to the SMCA for assisting the SMCA in forecasting and planning support activities and for incorporating the Integrated Conventional Ammunition Procurement Plan.

E2.3.2.8. Participate in periodic SMCA reviews of financial and logistics reports.

## E2.4. SUPPLY

### E2.4.1. SMCA

E2.4.1.1. Provide the specific inventory management functions defined below for assigned conventional ammunition stored at SMCA facilities. These functions may be provided for Military Service-retained items on a cost reimbursable basis, as allowed by DoD Instruction 4000.19, reference (g).

E2.4.1.1.1. Responsibility for custodial accountability for assigned conventional ammunition. The SMCA is relieved of custodial accountability on receipt by the Military Service-accountable officer at the first retail point or consumer level.

E2.4.1.1.2. Report, as required by the Military Services, the status of assigned Military Service-owned assets.

E2.4.1.1.3. Perform physical inventories per DoD 5100.76-M, reference (h).

E2.4.1.2. Operate SMCA installations and facilities to support the Military Services' conventional ammunition wholesale stockpile.

E2.4.1.3. Maintain a wholesale distribution system for meeting projected needs of the Military Services.

E2.4.1.4. Issue wholesale stocks based on documentation transmitted by the Military Services.

#### E2.4.2. Military Services

E2.4.2.1. Provide conventional ammunition receipt, storage, and issue requirements to the SMCA.

E2.4.2.2. Provide contingency requirements to the SMCA.

### E2.5. MAINTENANCE

#### E2.5.1. SMCA

E2.5.1.1. Manage the maintenance of wholesale conventional ammunition in support of the SMCA mission.

E2.5.1.2. Fund, on a non-reimbursable basis, and perform maintenance on SMCA-assigned conventional ammunition deteriorating from a serviceable condition to an unserviceable condition due to improper storage and handling conditions while in SMCA facilities.

E2.5.1.3. Develop, acquire, and maintain conventional ammunition peculiar equipment required for the maintenance of conventional ammunition at SMCA facilities on a non-reimbursable basis.

E2.5.1.4. Perform maintenance based on scope of work and funding provided by the Military Services. This type of maintenance normally includes renovation, conversion, modification, modernization, reclamation, refurbishment, and remanufacture of serviceable or unserviceable assets. Maintenance normally requires replacing of components other than packaging material.

E2.5.1.5. Operate SMCA installations and facilities performing maintenance in support of the SMCA mission.

E2.5.1.6. Prepare, with the assistance of the Military Services, an annual SMCA FYDP Integrated Conventional Ammunition Maintenance Plan (ICAMP).

E2.5.1.7. Conduct periodic reviews and provide access to financial and logistics reports monitoring the status of Military Service maintenance orders and evaluating the overall conventional ammunition maintenance trends and activity.

#### E2.5.2. Military Services

E2.5.2.1. Participate in the formulation of the ICAMP.

E2.5.2.2. Prioritize condition code E assets requiring maintenance.

E2.5.2.3. Provide funding and scope of work for reimbursable maintenance programs performed by the SMCA.

### E2.6. DEMILITARIZATION AND DISPOSAL

#### E2.6.1. SMCA

E2.6.1.1. Demilitarize and dispose of all conventional ammunition, including non-SMCA-managed items, for which capability, technology, and facilities exist to complete demilitarization and disposal. The SMCA shall accept these items into the demilitarization stockpile with appropriate technical data, and fund a joint-Service research and development program for developing the capability where capability, technology, and facilities do not exist.

E2.6.1.2. Acquire equipment and facilities required for demilitarizing and disposing of conventional ammunition at SMCA facilities on a non-reimbursable basis.

E2.6.1.3. Develop a comprehensive demilitarization and disposal plan annually.

E2.6.1.4. Serve as the DoD Designated Disposition Authority (DDA) for managing waste military munitions (WMM) according to 40 CFR part 266, subpart 266, subpart M (reference (i)). Coordinate WMM determinations and actions with Military Service-level DDAs.

#### E2.6.2. Military Services

E2.6.2.1. Provide demilitarization and disposal plans with technology requirements for Military Service-developed items designed after November 1, 1977.

E2.6.2.2. Provide annual forecast information supporting the development of the SMCA demilitarization and disposal plan.

E2.6.2.3. Provide technical data for supporting demilitarization/disposal operations and a joint-Service research and development program.

E2.6.2.4. Provide Military Service-level DDAs for managing WMM according to reference (h). Coordinate WMM actions with the DoD DDA.

### E2.7. QUALITY ASSURANCE

#### E2.7.1. SMCA

E2.7.1.1. Manage the quality assurance program jointly established by the Military Services for SMCA-procured conventional ammunition as including Military Service-funded maintenance. Incorporate Military Service-unique quality requirements into contracts.

E2.7.1.2. Manage a quality assurance program during storage, maintenance, demilitarization, and disposal of wholesale conventional ammunition. The quality assurance program shall be uniform for all Military Services. When variances occur, the SMCA shall work with the Military Services for determining, implementing, and disseminating the best quality assurance practices.

#### E2.7.2. Military Services

E2.7.2.1. Establish and maintain life-cycle quality assurance programs for conventional ammunition developed by the Military Services.

E2.7.2.2. Identify Military Service-unique quality assurance requirements to the SMCA.

E2.7.2.3. Collaborate with the SMCA to determine the best quality assurance practices for SMCA procuring, maintaining, or storing conventional ammunition.

## E2.8. TECHNICAL DATA AND CONFIGURATION MANAGEMENT AND CONTROL

### E2.8.1. SMCA

E2.8.1.1. Establish and maintain configuration controls for SMCA-assigned conventional ammunition that complement the Military Services' life-cycle configuration management program and provide for participation by the Military Services.

E2.8.1.2. Maintain the conventional ammunition data card repository for SMCA-assigned conventional ammunition.

E2.8.1.3. Monitor configuration controls for common components or materials and provide for coordination with the Military Services.

### E2.8.2. Military Services

E2.8.2.1. Retain overall configuration management and control for conventional ammunition developed by the Military Services.

E2.8.2.2. Establish and maintain a life-cycle configuration management program that provides for participation by the SMCA, when required.

E2.8.2.3. Provide the SMCA technical definitions (e.g., technical data packages, performance specifications, etc.) and characterization data to support conventional ammunition developed by the Military Services. Technical definition shall support SMCA requirements for procurement, production, storage, maintenance, demilitarization, or disposal in time to allow the SMCA to plan and execute the SMCA program.

E2.8.2.4. Make technical information available to other Military Services, as requested.

## E2.9. TRANSPORTATION AND HANDLING

### E2.9.1. SMCA

E2.9.1.1. Coordinate with the Joint Munitions Transportation Coordinating Activity for performing duties, as delineated in DoD 4500.9-R (reference (j)), and providing decision-makers with advance planning visibility.

E2.9.1.2. Provide transportation and handling management for wholesale conventional ammunition, to include the:

E2.9.1.2.1. Development and implementation of safe, secure, and efficient transportation and handling processes at SMCA facilities.

E2.9.1.2.2. Movement to the point of receipt by continental United States retail customers, or to the overseas port of embarkation, in conjunction with other transportation managers.

E2.9.1.3. Coordinate with other transportation managers to develop and execute integrated movement plans for meeting peacetime and contingency movement requirements.

E2.9.1.4. Plan for and maintain a transportation/handling capability to meet projected contingency requirements.

### E2.9.2. Military Services

E2.9.2.1. Provide planning and movement information and instructions to the SMCA as required for the transportation of the Military Services' assets.

E2.9.2.2. Fund transportation of conventional ammunition movements submitted to the SMCA.

## E2.10. SAFETY

### E2.10.1. SMCA

E2.10.1.1. Serve as a technical advisor to the DoD Explosives Safety Board on assigned conventional ammunition and associated processes.

E2.10.1.2. Ensure development, refinement, and adherence of safety standards in the conduct of the SMCA mission.

E2.10.1.3. Maintain the Explosives Accident Database.

E2.10.1.4. Maintain DoD 4145.26-M, reference (k).

E2.10.2. Military Services

E2.10.2.1. Provide hazardous component safety data to the SMCA for conventional ammunition developed by the Military Services.

E2.10.2.2. Participate in the development and refinement of safety standards necessary for facilitating safe conventional ammunition and explosives operations.

E2.10.2.3. Provide results of explosive accident investigations to the SMCA.

E2.11. SECURITY

E2.11.1. SMCA

E2.11.1.1. Provide physical security for conventional ammunition in the wholesale supply system.

E2.11.1.2. Provide physical security and protection of facilities.

E2.11.2. Military Services. Provide the SMCA the security requirements for conventional ammunition developed by the Military Services.

E2.12. FINANCIAL MANAGEMENT AND PLANNING, PROGRAMMING, BUDGETING, AND EXECUTION

E2.12.1. SMCA

E2.12.1.1. Plan, program, budget, and execute (PPB&E) resources (manpower and funds) required for all assigned responsibilities and functions identified in this Instruction. This responsibility includes host-tenant relationships with the Military Services.

E2.12.1.2. Ensure that resources identified in subparagraph E2.12.1.1., above, for the SMCA Executive Agent mission are separately and visibly described and justified in the Department of the Army's FYDP and budget exhibits for the DoD PPB&E submissions.

E2.12.1.3. Manage, operate, and maintain a financial management system for assigned functions and responsibilities identified in this Instruction.

E2.12.1.4. Provide the Military Services real time access to view order status.

E2.12.1.5. Provide the Military Services timely information of expected costs to complete orders.

E2.12.1.6. Provide the Military Services with the 30, 60, and 90-day Continuing Resolution Authority requirements for both contract awards and Engineering Support to Items in Production by 31 August of each fiscal year.

#### E2.12.2. Military Services

E2.12.2.1. Plan, program, and budget for conventional ammunition procurement, retained conventional ammunition functions, and support to the SMCA, as provided for in this Instruction.

E2.12.2.2. Provide updates to the SMCA for funding changes to allow other the Services to program and budget accordingly.

### E2.13. IMPLEMENTING REGULATIONS AND ASSESSMENT

#### E2.13.1. SMCA

E2.13.1.1. Staff proposed changes to this Instruction with the Military Services and forward recommended changes to Under Secretary of Defense for Acquisition, Technology, and Logistics for approval.

E2.13.1.2. Communicate, coordinate, and collaborate with the Military Services for matters affecting accomplishment of the SMCA mission.

E2.13.1.3. In coordination with the Military Services, develop and maintain a process for measuring effectiveness and implementing process improvements of the mission functions in this Instruction.



E2.13.2. Military Services

E2.13.2.1. Coordinate and support the SMCA in its effort to successfully accomplish the SMCA mission.

E2.13.2.2. Participate in the process described in subparagraph E2.13.1.3., above.

E2.14. PERSONNEL AND UNIT TRAINING

E2.14.1. SMCA

E2.14.1.1. Operate a defense ammunition school for providing education and training for ammunition careerists and military personnel. This includes, but is not limited to, ammunition managers, specialists, and operating personnel required for performing conventional ammunition logistics and explosive safety missions, and for supporting related civilian ammunition career programs.

E2.14.1.2. Training of civilian and military personnel shall be in accordance with DoD 5010.16-C (reference (1)).

E2.14.2. Military Services. Provide projected training requirements to the SMCA for planning of course content and scheduling to accommodate the training needs of the Military Services for ammunition logistics and explosive safety.

E2.15. SECURITY ASSISTANCE

E2.15.1. SMCA

E2.15.1.1. Coordinate with the Military Services' security assistance management element for supporting security assistance mission duties, as delineated in DoD 5105.38-M (reference (m)), and provide program support to the security assistance mission requirements.

E2.15.1.2. Coordinate with the requesting Military Service security assistance management element in preparation of the price and availability for the Letter of Offer and Acceptance to the foreign military customer.

E2.15.2. Military Services. Comply with the provisions of reference (m) when performing the mission functions delineated in this Instruction. This includes, but is not limited to, providing information for developing the price and availability for the Letter of Offer and Acceptance to the foreign military customer.